



## Release Order

The Release Order button releases the order to other parties. Typically, this is the Lender releasing the order to the Title company. This allows the Lender to make any necessary document configurations or modifications before making the order available to the Closing Agent(s).

From the **Order Lobby**, select the order to be released.

**Order Lobby**  
Select an Order below to view the details

Display orders from: 8/18/2023 to: 11/16/2023

Show deleted orders

Search Criteria: Order Number

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
Testord...		Tom Paris		N/A	Stargazer Title	1123 Street, City, TX 55185 Mountain	11/16/2023 11:42 AM		Pending Review
Release...		Tom Paris		N/A	Stargazer Title	1123 Street, City, TX 55185 Mountain	11/16/2023 11:12 AM		Configuration Needed

From the Pre-Closing review screen, select **Release Order**.

Digital Close Enterprise Lobby

1123 Street, City, TX 55185

**Note:** If you do not see the "Release Order" button, it is because you are not the assigned Lender on the order or the configuration setting is not enabled.

The Title user(s) on the order will receive notification that the order has been released to them.

## Pavaso Support

**Support Hours:** <https://pavaso.com/contact/>

**Phone/ Closing Hotline:** (866) 288-7051

**Email:** [support@pavaso.com](mailto:support@pavaso.com)

[View Our 24/7 Online Help Library](#)